

**Hi all COMECC Keypersons/Coordinators**

**Thank you very much for supporting the coming COMECC campaign.**

**I've already been in contact with most of you, so hopefully this is going to the correct person.**

**However, if you will not be our COMECC contact, please forward this on to whom it will be, and copy me (Jill) in on the email, so I'll know whom to contact in the future.**

There are three training sessions; you can attend in person or dial/login to a session.

There are over 300 COMECC Key Persons receiving this email and we need to plan accordingly for the room set-up, light refreshments and materials based on how many people are attending in person.

Please reply to this email to RSVP whether you can attend. In your reply email, please put your name next to the applicable option and also list anyone else who may be attending with you from your agency.

Phone/login instructions will be sent in advance to those who indicate they will be attending by audio/web conference.

- Not attending
- Attending in person Tuesday 10/16 9:00am-10:30am Worcester
- Attending in person Tuesday 10/16 1:30pm-3:00pm Northampton
- Attending in person Thursday 10/18 9:30am-11:00am Boston
- Attending audio/web conference Tuesday 10/16 9:00am-10:30am
- Attending audio/web conference Tuesday 10/16 1:30pm-3:00pm
- Attending audio/web conference Thursday 10/18 9:30am-11:00am

You may have received COMECC brochures; please hold off on doing anything with the materials until you receive further instructions in a few weeks.

3 conferences – we're trying some new locations and a web conference/audio conference option to make it easier for you to attend in person or virtually.

*Tuesday, October 16, 2012:*

Worcester: Quinsigamond State Park, Regatta Point, 10 North Lake Ave. 9:00 – 10:30 AM

Northampton: Dept of Public Health - Western Mass Area Office, 1 Prince Street 1:30 – 3 PM

*Thursday, October 18, 2012:*

Boston: 19 Staniford Street, Hurley Building, Minihan Hall 9:30 – 11 AM

*See attached for directions to all 3 locations.*

**Agenda will include the following topics most of which are new:**

- Feedback from COMECC Coordinator survey
- Tips on How to Answer COMECC Questions
- Tips on How to Increase Employee Participation
- Best practice ideas from you and your peers on promoting a successful campaign
- The 6 reasons donors give
- Some brief YouTube videos produced by various COMECC-approved non-profits
- Live demonstration of smart phone use for code on front of COMECC brochure (“QR” code); if you bring your smart phone you can get the 30 second tutorial after the meeting
- Guest speaker from a non-profit(10-15 minutes)
- Importance of executive support
- Resources for your employees to do further research on a non-profit
- Explanation of where \$1 goes after being donated included what constitutes the administrative expenses of the campaign
- Any other topics you suggest (include in your response to this email)
- Timeline for COMECC campaign
- Logistics of materials and pledge card collection

**Please know that we appreciate your time and effort for COMECC.**

**We look forward to seeing you.**

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